

eVA Interface and Integration Design Team – Import/Export Group

Meeting Minutes
April 10, 2003

Opening:

A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 4/10/2003 in Richmond.

Present:

Debbie Adams, UVA (phone)	Marion Lancaster, DGS
Jan Bond, DGS/DPS	Joy Lazarus, DMHMRSAS
Richard Brough, DSS	Doug Mathews, JMU (phone)
Chris Childress, DOLI (phone)	Parvin Mirshahi, DGS
Martha Freeland, DMV (phone)	Donnie Mongold, JMU (phone)
Maria Hatcher, DGS	Ellie Withers, UVA (phone)
Cheryl Kimball, DOLI/DCR (phone)	

A. Approval of Agenda

The informal agenda:

- 1 – Implementation Status
- 2 – New Work
- 3 – Agencies General Status
- 4 – Policy Questions

B. Approval of Minutes

Previous meeting minutes were reviewed.

C. Issues

Open Issues

1. It was reported that vendors are having problems accessing the system on weekends. The group would like to know time periods when eVA Vendor Registration is not available.
Status: Marion Lancaster has contacted the eVA Contract Officer to give the exact time when the system should be available.

10/31/2002 – The contract officer is working on the response. At a minimum, the system should normally be available Monday through Friday from 8AM to 6PM. The contract officer is working on the exact schedule that includes non-business hours such as nights and weekends.

11/14/02 – Waiting on AMS for official answer.

Closed Issues

No items closed at this session.

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

D. New Business

1. Implementation Status
Nothing to report.
2. New Work
Nothing to report.
3. Production Status
 - DGS –
 - The eVA security manual will be posted to the eVA 'Technical' page today or tomorrow.
 - There was a discussion of interim solution to the BizTalk email notifications modifications proposed by Richard Brough. Due to the work involved to make modifications as proposed, a decision was made to move the concatenation of the PO number and the file reference id to the beginning of the subject line. Maria will start working on this interim solution. Work to add the preparer id, header cross reference, and the separation of the PO number and the file reference id will be done in phase II.
 - There was a problem on Monday after 1:30 P.M. that caused https connection to the BizTalk server to be denied. This caused transmission of agency's import files to fail. It seems the problem was with the DGS firewall, but not exactly sure, since the problem resolve itself the next morning.
 - VDOT –
 - Representatives not present.
 - DMAS –
 - Representatives not present.
 - DSS –
 - Richard Brough reported that the Java Client has been automated. User can now invoke the interface process without assistance/intervention from Richard's staff.
 - The agency has not started working on change and cancellation orders. This is not a high priority on their list.
 - DMME –
 - Representatives not present.
 - ABC –
 - Representatives not present.
 - DOLI –
 - Cheryl Kimball reported that the agency is still waiting on responses of the policy issues. Chris Childress reported that while they are waiting on policy issues responses they've started analysis work on change and cancellation orders.
 - Cheryl would like to know the hours UAT is not available at night. Marion will check and let her know.
 - DEQ –
 - Representatives not present.
 - DCR –
 - Representatives not present.
 - VATECH –
 - Representatives not present.
 - UVA -

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- Ellie Withers reported that things are going well. Agency wanted to know the status of attachments from other agencies. Maria reported that VDOT, DMHMRSAS and DMME have tested attachments, but have not implemented in production.

VCU -

- Representatives not present.

4. Agency General Status DMHMRSAS–

- Jim could not be present, but submitted this report on Wednesday “As of tomorrow the vendor will be working on completing the Catalog number programming and other fixes we have sent. Again the big problem we face is what to do about carriage controls etc. on the HC and the LC records, but we hope to figure something out this week, and early next week”.
- Joy Lazarus reported that the vendor started working on the programming changes today.

VCE –

- Representatives not present.

JMU –

- Doug Mathews reported that they encountered a couple of change/cancel issues in production. These issues were identified earlier in the design phase, but they forgot to program for. Programming changes will resolve issues.
- Donnie Mongold reported a problem encountered with the ‘hold until date’ while creating requisitions online. Donnie stated that a requisition with a ‘hold until date’ in 2004 appeared on the order export file. He will send Marion and Maria more details for further investigation.

ODU –

- Representatives not present.

DMV –

- Martha Freeland reported that the ERP upgrade is coming along well. Too soon to tell when it will be completed. Upon completion, the agency will start working on the interface.

8. Policy Questions

Jan Bond reported that she is finishing pulling together all the questions submitted by the agencies. A draft of the questions will be submitted to Marion and Maria to review. After the completion of the review, FAQs already posted on the eVA ‘Technical’ will be updated.

The policy committee is meeting on the 21st of this month to discuss policy issues and resolutions.

The next monthly interface meeting will be held on Thursday, April 17, 2003 at DGS in the ISS 9th floor conference room from 10:00 a.m. to 12:00 p.m. Please be prepared to give your agency's status on the import interface effort and problems if any.

Open Action Items

1. Find out if and how agencies will have access to the DGS Holding database. (Marion Lancaster)

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2. Debbie Adams would like to know what other interfaces are on schedule and the timeline.
(Marion Lancaster)

Closed Action Items

No actions items closed at this session.

Prepared by Maria F. Hatcher

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